# APPLICATION FOR DEVELOPMENT APPROVAL
## *How-to Guide*

This How-to Guide is designed to assist customers in the lodgement of their application for development (planning) approval by providing clear, step-by-step instructions.

**Which legislation specifies the required documentation for a development application?**
An application for development (planning) approval must be made in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Why do I need to provide this information?**
Providing the required information to support your application is essential to help us accurately assess your proposed development, ensure it complies with planning regulations, and facilitate a smooth assessment and determination process.

**Can I prepare my own application for development approval?**
Yes. You can prepare your own application for development (planning) approval provided that the application is complete, clear, and includes all relevant information and details necessary for assessment.

**What is the process to lodge an application for development approval?**
The following overview highlights the key steps involved in lodging your application.

1. **Gather all required documents**
   All applications for development (planning) approval require supporting information and material as outlined in the Planning Checklists. In *summary*, the following will be required:

   - Completed Application for Development Approval Form
   - Certificate of Title and associated documents
   - Cover letter
   - Letter of justification
   - One hard copy or electronic copy of relevant plans
   - Any necessary technical reports (eg BAL Assessment etc…)

2. **Submit your application**
   Your application may be lodged by email, post, or in person as outlined below:

   Email: city@busselton.wa.gov.au
   Post: Locked Bag 1, Busselton WA 6280
   In Person: City Administration Building, 2 Southern Drive, Busselton

3. **Pay the application fee**

Once your application has been 'accepted for assessment', the City will issue a formal Request for Payment for the applicable application fees.

Planning fees and charges are available on the City's website here

**Important Note**

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, on receipt of an application to amend a development approval, the local government must consider whether the application and accompanying material is suitable to accept the application for assessment.

Within seven (7) days of receipt of the application, the City will undertake a preliminary review the application to consider if the application may be 'accepted for assessment' or if further information is required.

- If the application is 'accepted for assessment', a Request for Payment will be issued to the applicant; *or*
- If additional accompanying material is required, a request for additional information will be emailed to the applicant.

Please be advised that your application for development approval will not commence processing until all required accompanying material has been received, and the relevant application fees have been receipted.

**Further information or assistance**

Should you require further assistance regarding this matter, please contact Planning on (08) 9781 1731 or lodge an enquiry request online:

https://www.busselton.wa.gov.au/council/report-an-issue-or-request-assistance